

CANDIDATE COMMITTEE HANDBOOK

2020 Primary and General Elections

PUBLISHED JANUARY 2020

This publication is for candidates interested in running for public office during the 2020 election cycle in Maricopa County and outlines the processes for candidate filing and campaign finance reporting.



MARICOPA COUNTY
Elections Department





MARICOPA COUNTY

Elections Department



MCTEC

510 S 3rd Avenue
Phoenix, AZ 85003
www.maricopa.vote

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Office Locations:

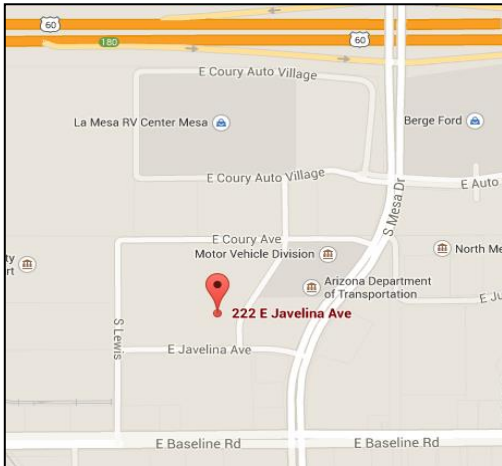
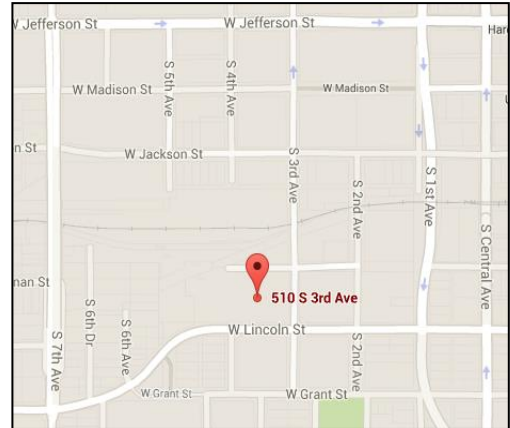
Elections - MCTEC - DOWNTOWN

510 S. Third Ave., Phoenix AZ 85003

(NW Corner 3rd Ave & Lincoln)

Free Parking

Hours: 8:00 A.M. - 5:00 P.M. Monday - Friday



Recorder and Elections – MESA OFFICE

222 E. Javelina Ave., Mesa AZ 85210

Free Parking

Hours: 8:00 A.M. - 5:00 P.M. Monday - Friday

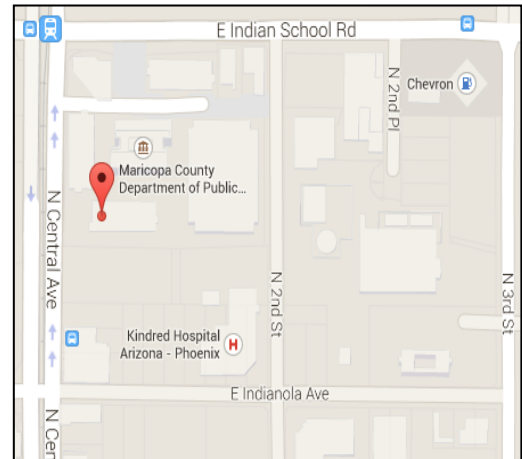
Maricopa County School Superintendent

4041 N. Central Ave., Ste. 1200, Phoenix AZ 85012

(SE Corner of Central Ave & Indian School Rd)

Garage Parking – 20 minutes for \$1; Limited Free Visitor Parking on North side of Bldg.; Limited on Street Meter Parking on 2nd St.

Hours: 8:00 A.M. – 5:00PM Monday – Thursday
8:00 A.M. – 4:00PM Friday



Training Seminars

The Maricopa County Elections Department (MCED) offers training seminars to guide candidates through campaign finance reporting and the candidate filing process. First time candidates and their representatives are encouraged to attend. Seminars last between one to two hours and are held at the **Elections MCTEC facility**. Attendees should come prepared by bringing their candidate packet and any questions.

Dates for Trainings Geared Towards Primary/Partisan Elections

DATE	TIME
Thursday, January 9, 2020	6:00 PM
Thursday, January 16, 2020	6:00 PM
Saturday, January 25, 2020	9:00 AM
Saturday, February 1, 2020	9:00 AM
Thursday, February 6, 2020	6:00 PM
Thursday, February 13, 2020	6:00 PM
Saturday, February 29, 2020	9:00 AM
Thursday, March 5, 2020	6:00 PM
Saturday, March 7, 2020	9:00 AM
Thursday, March 12, 2020	6:00 PM
Thursday, April 2, 2020	6:00 PM

Dates for Trainings Geared Towards General/Non-Partisan and School Board Elections

DATE	TIME
Thursday, January 23, 2020	6:00 PM
Saturday, February 22, 2020	9:00 AM
Saturday, March 14, 2020	9:00 AM
Thursday, March 26, 2020	6:00 PM
Saturday, April 4, 2020	9:00 AM
Thursday, April 30, 2020	6:00 PM
Saturday, May 2, 2020	9:00 AM
Thursday, May 7, 2020	6:00 PM
Saturday, May 23, 2020	9:00 AM
Thursday, June 18, 2020	6:00 PM
Saturday, June 27, 2020	9:00 AM

**Dates and times are subject to change. Please visit our candidates and committees page, <https://recorder.maricopa.gov/elections/candidatecampaigninfo.aspx> for up to the date information.*

Please **RSVP** for a session by contacting:
Hope Olguin, Election Services Manager at
holguin@risc.maricopa.gov
or
(602) 372-2262

Qualifications to Run for Local Office

All candidates must be a "qualified elector" in the district they are running for at the time of the filing of their nomination paper.

- Primary Election Candidates
 - Must be registered in a recognized party
 - Check voter registration status:
<https://recorder.maricopa.gov/earlyvotingballot/voterregistrationlookup.aspx>
 - <http://BeBallotReady.Vote>
 - Locate your districts by address:
<https://recorder.maricopa.gov/pollingplace/getdistrict.aspx>
- County Attorney Candidates
 - Must be licensed and in good standing in Arizona
- County School Superintendent Candidates
 - Must have a teaching certificate in Arizona
- School District Governing Board Candidates
 - Must reside in the district at least one year prior to the date of the election.
 - Governing board members cannot be an employee or the spouse of an employee of the school district they are serving, including a person who directly provides certified or classified services to the school district as an employee of a third-party contractor.
 - A member of one governing board is ineligible to be a candidate for nomination or election to or serve simultaneously as a member of any other governing board, except that a member of a governing board may be a candidate for nomination or election for any other governing board if the member is serving in the last year of a term of office. A member of a governing board shall resign the member's seat on the governing board before becoming a candidate for nomination or election to the governing board of any other school district, unless the member of the governing board is serving in the last year of a term of office.
 - A person related as immediate family who has the same household of residence within four years prior to a member of the governing board of the same school district is ineligible to be a candidate for nomination or election to that governing board if the governing board is composed of five members, except that a person related as immediate family who has the same household of residence within four years prior to a member of a governing board may be a candidate for nomination or election to the governing board of the same school district if the member is serving in the last year of a term of office.

Qualifications to Run for Local Office (continued)

- For a school district with a student count of at least two hundred fifty and that is located in a county with a population of more than five hundred thousand persons, not more than two persons related by affinity, by consanguinity or by law to the third degree shall be eligible to be a candidate for nomination or election to a governing board that is composed of five members.
- Persons related as immediate family who have the same household of residence within four years prior are ineligible to be simultaneous candidates for nomination or election to the governing board of the same school district if the governing board is composed of five members.
- For a school district with a student count of at least two hundred fifty and that is located in a county with a population of more than five hundred thousand persons, not more than two persons related by affinity, by consanguinity or by law to the third degree shall be simultaneous candidates for nomination or election to a governing board that is composed of five members.
- "Immediate family" is defined as individuals who are married to each other and any children of those individuals.
- Fire District Governing Board Candidates
 - Must reside in the district at least one year prior to the date of the election.

Resign to Run Laws

Arizona Constitution, Article 22 § 18

Nomination of incumbent public officers to other offices

Except during the final year of the term being served, no incumbent of a salaried elective office, whether holding by election or appointment, may offer himself for nomination or election to any salaried local, state, or federal office.

A.R.S. § 38-296

Limitation upon filing for election by incumbent of elective office

- A. Except during the final year of the term being served, no incumbent of a salaried elective office, whether holding by election or appointment, may offer himself for nomination or election to any salaried local, state or federal office.

- B. An incumbent of a salaried elected office shall be deemed to have offered himself for nomination or election to a salaried local, state or federal office on the filing of a nomination paper pursuant to A.R.S. Section 16-311, subsection A. An incumbent of a salaried elected office is not deemed to have offered himself for nomination or election to an office by making a formal declaration of candidacy for the office.
- C. The resignation of the incumbent elective officer duly filed in writing with the officer, board, or commission having jurisdiction of the office shall, if not accepted within ten days, be deemed to have become effective as of the date of filing.
- D. This section shall not be construed to prohibit a person whose resignation from office has become effective from qualifying as a candidate for another office during the unexpired portion of the term affected by the resignation, nor shall it apply to any incumbent elective officer who seeks reelection to the same office or to any other public office during the final year of the term to which he has been so elected.
- E. A person violating any provision of this section is guilty of misfeasance in office and the office held by such person shall be declared vacant.

A.R.S. § 15-421

Governing board; members; qualifications; statement; definitions

- C. No employee of a school district, including a person who directly provides certified or classified services to the school district as an employee of a third-party contractor, or the spouse of such an employee may hold membership on a governing board of a school district by which the employee is employed.
- D. A member of one governing board is ineligible to be a candidate for nomination or election to or serve simultaneously as a member of any other governing board, except that a member of a governing board may be a candidate for nomination or election for any other governing board if the member is serving in the last year of a term of office. A member of a governing board shall resign the member's seat on the governing board before becoming a candidate for nomination or election to the governing board of any other school district, unless the member of the governing board is serving in the last year of a term of office.

Candidate Registration

- **Statement of Interest:** Candidates are **required to** file a Statement of Interest before gathering nomination petition signatures.
 - Candidates who gathered signatures prior to August 27, 2019, must file the "Statement of Interest" with the Maricopa County Elections Department or designated filing officer by **January 2, 2020** for the signatures to be accepted.
- **Statement of Organization:** Candidates are required to file a Statement of Organization form with MCED once they have reached \$1,200.00* in combined contributions and/or expenditures (including use of their own money). Once this threshold has been met, the candidate's committee is required to file a Statement of Organization with MCED within 10 days. Once registered, the committee is considered "active" and the committee is required to file campaign finance reports.
 - * Registration thresholds are increased by \$100 pursuant to A.R.S. § 16-931(A)(1).

If a candidate never reaches the threshold, registration and reporting are not required; however, the committee should keep record of all transactions.


A candidate may only have one committee in existence for the same office during the same election cycle.

Elementary, High School or Career Technological Education District (CTED) Governing Board candidates also have the option to file their committee registration at the office of the Maricopa County School Superintendent.

Statement of Interest

Required Information:

- Candidate Name
- Candidate Information
 - Office Sought
 - Office sought including the office title, district, term (2yr or 4yr)
 - Party Affiliation
 - Party Affiliation is required for candidates running for a ***Partisan Office***.
 - Partisan Offices appear on the Primary Election Ballot.
 - Independent Candidates only appear on the General Election

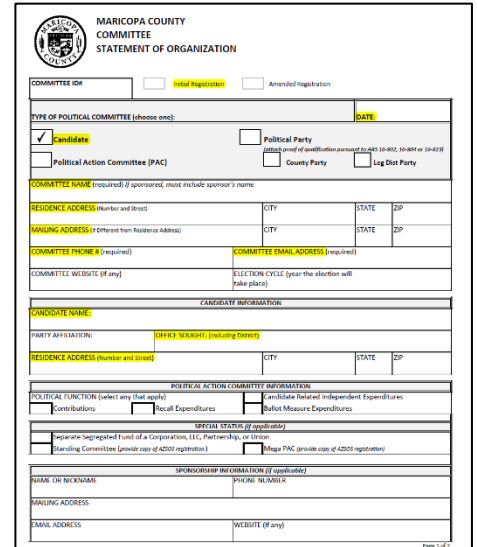
		Maricopa County Candidate Statement of Interest		FOR FILING OFFICE USE ONLY	
FIRST NAME		MIDDLE NAME OR INITIAL (OPTIONAL)		LAST NAME	
OFFICE SOUGHT (INCLUDE NAME OF DISTRICT)		2 YEAR TERM?		<input type="checkbox"/> YES / <input type="checkbox"/> NO	
POLITICAL PARTY (FOR PARTISAN OFFICES ONLY)		ELECTION YEAR			
RESIDENTIAL ADDRESS					
RESIDENTIAL CITY		RESIDENTIAL STATE		RESIDENTIAL ZIP CODE	
MAILING ADDRESS (IF DIFFERENT THAN RESIDENTIAL)					
MAILING CITY		MAILING STATE		MAILING ZIP CODE	
EMAIL ADDRESS		TELEPHONE NUMBER			
By signing below, candidate listed above indicates intent to circulate nomination petitions for the above named office sought.					
CANDIDATE SIGNATURE				DATE	

Ballot but, file during the Primary Candidate filing period.

Statement of Organization

Required Information:

- Committee Name
 - Must include the first or last name of the candidate
 - Example: "John for Justice" or "Smith for JP"
- Candidate Information
 - Name, Mailing Address, Party Affiliation*, Office Sought*
 - Party Affiliation is required for candidates running for a **Partisan Office**. Generally, these are candidates appearing on the **Primary Election Ballot**.
 - Independent Candidates will only appear on the General Election Ballot but, file during the Primary Candidate filing period.
 - Office sought including the office title, district, term (2 year required if running for a 2 year seat)
- Bank Information
 - Provide the name of the bank(s) the committee intends to use
 - DO NOT include the account number
- Chairman and Treasurer
 - Each committee must have a Chairman and a Treasurer
 - Each must provide a residence address if different from the mailing address
 - A candidate may appoint him/herself as both Chairman and Treasurer
 - Justice of the Peace candidates **cannot** be their own Treasurer
 - See Arizona Code of Judicial Conduct
<http://www.azcourts.gov/azcjc/ArizonaCommissiononJudicialConduct.aspx>
 - Change of Officer(s) or other information
 - The committee must file an "amended" Statement of Organization within 10 days of the change.



The form is titled "MARICOPA COUNTY COMMITTEE STATEMENT OF ORGANIZATION". It includes sections for: COMMITTEE OR (Initial Registration, Amended Registration), TYPE OF POLITICAL COMMITTEE (Candidate, Political Party, Political Action Committee (PAC), County Party, Log Dist Party), CANDIDATE NAME (if sponsored, must include sponsor's name), RESIDENCE ADDRESS (number and street), CITY, STATE, ZIP, MAILING ADDRESS (if different from residential address), CITY, STATE, ZIP, COMMITTEE PHONE (if required), COMMITTEE EMAIL ADDRESS (if required), COMMITTEE WEBSITE (if any), ELECTION CYCLE (year the election will take place), CANDIDATE INFORMATION, PARTY AFFILIATION, OFFICE SOUGHT (including District), RESIDENCE ADDRESS (number and street), CITY, STATE, ZIP, POLITICAL FUNCTION (select any that apply: Contributions, Recall Expenditures, Candidate Related Independent Expenditures, Ballot Measure Expenditures), SPECIAL STATUS (if applicable: Corporate-Separated Fund of a Corporation, LLC, Partnership, or other; Standing Committee (provide copy of AZCJC registration); Single PAC (provide copy of AZCJC registration)), NAME OR NICKNAME, PHONE NUMBER, MAILING ADDRESS, EMAIL ADDRESS, WEBSITE (if any). The form is labeled "Page 1 of 2" at the bottom right.

Statement of Organization (continued)

By signing the Statement of Organization, the candidate, chairperson, and treasurer swear under penalty of perjury that they (1) have read this Guide (and/or the guide provided by the Arizona Secretary of State*), (2) agree to comply with Arizona campaign finance law, and (3) agree to accept all notifications, statements, service of process, or other important documents via the committee's email address.

*The Arizona Secretary of State's Candidate Guide is available online at:

<https://azsos.gov/sites/default/files/2018%200926%20Campaign%20Finance%20Candidate%20Guide.pdf>

BANK ACCOUNT INFORMATION (SEEK NAME)			
1.	2.	3.	
COMMITTEE OFFICER INFORMATION			
CHAIRPERSON (First Name)		Last Name	
RESIDENCE ADDRESS (number and Street)		CITY	STATE ZIP
MAILING ADDRESS (if different from Residence Address)		CITY	STATE ZIP
CHAIRMAN PHONE #		CHAIRMAN EMAIL ADDRESS	
CHAIRMAN OCCUPATION		CHAIRMAN EMPLOYER	
TREASURER (First Name)		Last Name	
RESIDENCE ADDRESS (number and Street)		CITY	STATE ZIP
MAILING ADDRESS (if different from Residence Address)		CITY	STATE ZIP
TREASURER TELEPHONE #		TREASURER EMAIL ADDRESS	
TREASURER OCCUPATION		TREASURER EMPLOYER	
DECLARATION AND SIGNATURES:			
<small>I declare under penalty of perjury that the foregoing information is true and correct. I further declare that I (1) consent to serve as chairperson or treasurer of the committee named herein, if applicable; (2) designate the above-named committee as my official candidate committee and authorize it to receive/make contributions/expenditures on my behalf, if applicable; (3) have read the Secretary of State's campaign finance and reporting guide; (4) agree to comply with Arizona election law, including campaign finance laws codified at A.R.S. §§ 16-101 to 16-106, and (5) agree to accept all notifications and legal service of process for campaign finance purposes via the email address(es) provided herein.</small>			
DATE:	CHAIRMAN'S SIGNATURE		
DATE:	TREASURER'S SIGNATURE		
DATE:	CANDIDATE'S SIGNATURE (if applicable):		

Contributions & Expenses

A candidate or candidate's committee can begin accepting contributions and making expenditures at any time.

Who Can Give to a Candidate	Per Election Cycle
An Individual	\$6,450
A Partnership	\$6,450
A Political Committee	\$6,450
A Committee certified by the Secretary of State to give at increased limit (multicandidate PACs)	\$12,900
From Political Party & all political organizations combined, nominee	Unlimited but, party nominee may accept no more than \$10,200

Contribution Limits

Contribution limits apply over the course of an “election cycle” which is defined as the two-year period beginning on January 1st after a statewide general election and ending on December 31st in the year of the next statewide general election.

Candidate’s Personal Money

There is no limit on “personal monies” (A.R.S. § 16-901 (40)) a candidate can accept for their campaign.

Personal monies include family contributions as defined by A.R.S. § 16-901 (26). “Family contribution” means any contribution that is provided to a candidate’s committee by the parent, grandparent, aunt, uncle, child or sibling of the candidate or the candidate’s spouse, including the spouse of any of the listed family members, regardless of whether the relation is established by marriage or adoption.

Types of Contributions

Monetary – cash, checks, money orders or online.

Loans – monetary loans and credit that your committee has agreed to pay back to the contributor.

In-kind – goods and services or anything else of value provided to the committee without charge or less than the normal charge. For example, sign materials, paper products or office equipment. In-kind contributions must be reported at the fair market value (the selling price for an item to which a buyer and seller can agree). The committee must determine the fair market value of the item. If you receive a discounted price for an item that nobody else can get, the amount discounted is an in-kind contribution.

Prohibited Contributions

Candidates or candidate campaign committees **CANNOT** accept contributions from any of the following:

- Corporations
- Labor Unions
- Limited Liability Companies: *A corporation, limited liability company or labor organization that violates this subsection is guilty of a class 2 misdemeanor. The individual through whom the violation is effected is guilty of a class 6 felony.*

Prohibited Contributions (continued)

- An earmarked contribution: *To make a contribution in the name of another person, knowingly permit a person's name to be used to effect a contribution in the name of another person or knowingly accept a contribution made by a person in the name of another person. A person who violates this subsection is guilty of a class 6 felony.*
 - An anonymous person or group – Identification is required
 - NO RAFFLES or PASSING THE HAT
 - Non-U.S. Citizens – Federal Law
 - Federal Election Campaign Act, 52 U.S.C. §§30121 CFR §110.20
 - <https://uscode.house.gov/view.xhtml?path=/prelim@title52/subtitle3/chapter301&edition=prelim>
 - Committees are not required to seek proof of citizenship or seek immigration status

NOTE: Contributions may be accepted from business owners, if the contribution comes from his/her personal checking account; if it comes from a corporate account, it **must be returned**.

Reporting Contributions & Expenditures

A committee that has a Statement of Organization on file is required to file either a Campaign Finance Report or No Activity Statement for all reporting periods until the committee has filed a Termination Statement.

- The committee Treasurer is required to keep record of all contributions accepted and expenditures made by the committee.
 - Including Identification of contributors
 - **name, address, occupation and employer** are required to be reported for contributions of more than \$50

NOTE: Keep a receipt book handy at all times. In the event that a cash contribution is received, a receipt may be requested by the contributor; Contributions are not tax deductible.

Public Record

All campaign finance documents are public record and are available for viewing online. <http://recorder.maricopa.gov/campaignfinance/candidatesearch.aspx>

Campaign Finance Reporting Schedule

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
2019 1 st Quarter Report	January 1, 2019 thru March 31, 2019	April 1, 2019 and April 15, 2019
2019 2 nd Quarter Report	April 1, 2019 thru June 30, 2019	July 1, 2019 and July 15, 2019
2020 Candidates Begin Filing Reports...		
2019 3 rd Quarter Report	July 1, 2019 thru September 30, 2019	October 1, 2019 and October 15, 2019
2019 4 th Quarter Report	October 1, 2019 thru December 31, 2019	January 1, 2020 and January 15, 2020
2020 1 st Quarter Report	January 1, 2020 thru March 31, 2020	April 1, 2020 and April 15, 2020
2020 2 nd Quarter Report	April 1, 2020 thru June 30, 2020	July 1, 2020 and July 15, 2020
2020 July Pre-Election Report	July 1, 2020 thru July 18, 2020	July 19, 2020 and July 27, 2020*
2020 3 rd Quarter Report	July 19, 2020 thru September 30, 2020	October 1, 2020 and October 15, 2020
2020 Oct Pre-Election Report	October 1, 2020 thru October 17, 2020	October 18, 2020 and October 26, 2020*
2020 4 th Quarter Report	October 18, 2020 thru December 31, 2020	January 1, 2021 and January 15, 2021
*Reporting deadline extended to next business day per A.R.S. §§ 1-243(A) and 1-303.		

Campaign Finance Reporting Methods

Use the Online Portal

- The committee must first file its Statement of Organization with MCED in order to be issued a Committee ID Number. Once a Committee ID Number is issued, the committee can register for an online account password.
 - To setup an account, use this link: <https://recorder.maricopa.gov/campaignfinancefiling/createlogin.aspx>
 - You will need your Committee ID Number in order to set up the account.

Campaign Finance Reporting Methods (continued)

- If you don't know your ID, you can look it up online at <https://recorder.maricopa.gov/campaignfinance/candidatesearch.aspx>
- Users with a current account login, use this link: <https://recorder.maricopa.gov/campaignfinancefiling/>
- Filing of reports via the online portal through 11:59pm on the last day to file will be considered on time.
 - You will receive a confirmation email from the portal (Webmaster - RISCX) once your report has been submitted. If you do not receive a confirmation email, you have not filed your report. Contact our office with any questions or issues.
 - After the reporting period closes, the online portal will allow reports to be filed by the committee however, the report is considered late and penalties will apply.
 - Penalties: \$10.00 per day (excluding weekends and holidays) for the first 15 days. \$25.00 per day for each additional day.
 - Penalties stop accruing upon receipt of the filed report.

By Email

- Download or print blank forms (*All forms are fillable*)
 - <http://recorder.maricopa.gov/elections/candidatecampaigninfo.aspx>
- Email to: campfin@risc.maricopa.gov
 - Must be **received** by 11:59pm on the last day to file.

Hard Copy - In Person

- Print blank forms (*All forms are fillable*)
 - <http://recorder.maricopa.gov/elections/candidatecampaigninfo.aspx>
- Anyone can deliver the report
- Must be received by the deadline
 - If the deadline falls on a weekend or holiday, the report must be **received** by 5:00 pm on the last business day prior to the deadline.

Hard Copy - By Mail

- Must be received by the deadline
 - If the deadline falls on a weekend or holiday, the report must be **received** by 5:00pm on the last business day prior to the deadline.

Failure to File Notification & Consequence

MCED will send "Notice of Delinquency" notification **by email** to all committees that have failed to file for each reporting period.

- Notices are emailed within 5 calendar days after the filing deadline.
- The committee is subject to a late fee of \$10 per day for the first 15 days the report is late.
 - After 15 days, the penalty increases to \$25 per day.
 - Penalties continue to accrue until the report is received.

Payment Methods

- ✓ Credit Card
- ✓ Cash
- ✓ Check or Money Order – personal or campaign
 - Made Payable to Maricopa County Elections Department

Consequence

A candidate's nomination paper to run for office cannot be accepted if the candidate is liable for \$1,000 or more in unpaid fines.

Termination Statement

The committee is considered active and must continue to file Campaign Finance Reports or No Activity Statements for **ALL** statutory reporting dates until a Termination Statement is filed.

- Even if the candidate lost the election
- A final report showing a \$0.00 balance and the Termination Statement are required in order properly close out a committee, become inactive and no longer be required to file reports
- Reports not filed are considered late and are subject to late fees
 - \$10 per day for the first 15 days and \$25.00 per day thereafter, including weekends and holidays.
 - There is no provision that allows the filing officer to forgive or waive fees.



**MARICOPA COUNTY
COMMITTEE
TERMINATION STATEMENT**

COMMITTEE INFORMATION:			
COMMITTEE NAME		ID#	
ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	STATE	ZIP
EMAIL ADDRESS		PHONE NUMBER	
WEBSITE (if any)			
CHAIRPERSON NAME			
TREASURER NAME			

DECLARATION AND SIGNATURES:	
I declare under penalty of perjury that the foregoing information is true and correct. I further declare that: (1) the committee will no longer receive any contributions or make any disbursements; (2) the committee either (a) has no outstanding debts or obligations, or (b) has outstanding debts or obligations that are all more than five years old, and the committee's creditors have agreed to discharge the debts and obligations and have agreed to the termination of the committee; (3) any surplus monies have been disposed of and that the committee has no cash on hand; and (4) all contributions and expenditures have been reported, including any disposal of surplus monies.	
DATE:	CHAIRPERSON'S SIGNATURE:
DATE:	TREASURER'S SIGNATURE:
DATE:	CANDIDATE'S SIGNATURE (if applicable):

Disbursement of Remaining Funds

The committee must disburse of any funds remaining in the bank account.

- Options to disburse funds:
 - Payback any outstanding debts
 - Transfer to a subsequent election
 - Give back to contributors
 - Donate to a § 501(C)(3) nonprofit organization
 - Donate to a PAC or Political Party
 - Contribute to a candidate committee for another candidate
 - ONLY UNDER THE FOLLOWING CONDITIONS:
 - After the deadline for filing a nomination paper has passed
 - The contributing candidate is in the last year of their term and is not seeking reelection or has already left office.
 - The contribution is within the limits for individuals
 - A.R.S. §16-912
 - CANNOT USE FOR PERSONAL EXPENSES

Literature & Advertisement – Disclosure Required

Any campaign advertisement or fundraising solicitation must include a disclosure statement that is clearly readable. The disclosure must indicate the name of the committee that paid for the advertisement **and** whether the advertisement or solicitation is authorized by the candidate's committee. (A.R.S. §16-925)

Example: Paid for by Smith for Justice
 Authorized by Smith for Justice

Radio Ads

The required disclosure must be clearly spoken at the beginning **or** at the end of the communication.

Signs & Billboards

The disclosure must be displayed in a height that is at least 4% of the vertical height of the sign or billboard.

- Additionally, candidates must include the name and phone number or website address of the candidate or campaign committee contact person on political signs. (A.R.S. §16-1019(C)(5))

Television & Videos

The disclosure must be both written and spoken at the beginning **or** at the end of the communication.

- Except if the written disclosure statement is displayed for the greater of at least 1/6 of the broadcast duration or 4 seconds, a spoken disclosure statement is not required;
- The written disclosure shall be printed in letters that are displayed in a height that is at least 4% of the vertical picture height.

Literature & Advertisement – Disclosure NOT Required

- Advertisements or fundraising solicitations made via social media messages or text messages
- Advertisements that are placed as a paid link on a website
 - As long as the message is not more than two hundred characters in length and the link directs the user to another website that contains the disclosure
- Advertisements that are placed as a graphic or picture link where the required disclosure statements cannot be conveniently printed due to the size of the graphic or picture
 - As long as the link directs the user to another website that contains the disclosure
- Bumper stickers, pins, buttons, pens and similar small items on which the disclosure cannot be conveniently printed
- A communication by a tax-exempt organization solely to its members
- A published book or a documentary film or video

Sign Placement

A.R.S. §40-360.21-31 requires anyone who is excavating on public or private property for any reason to determine, in advance, “whether underground facilities will be encountered, and if so where they are located from each and every underground facilities operator and taking measures for control of the facilities in a careful and prudent manner.”

Call 811 before you install any of your campaign signs:

<http://www.azbluestake.com/politicalsigns>



BEFORE YOU PUT POLITICAL SIGNS IN THE GROUND

KNOW WHAT'S BELOW!

For decades, utility providers installed thousands of miles of pipelines, wires, cables and other equipment across our state. Now, that complex utility network is buried beneath homes and schools, businesses and roadways, parks, open spaces, forests and farms. Knowing what's below before installing signs prevents serious injuries and protects the vital utilities we all rely on every day.

INSTALL SIGNS SAFELY

Stay safe and avoid damages by installing signs at least 2 feet (24 inches) from the paint, flags or other marks you see on the ground.

UTILITY MARKING COLORS

Utilities are marked with paint, flags or whiskeys in different colors based on what type they are in accordance with the Uniform Color Code of Utility Markings. Review the color code [here](#) so you know which type(s) of utilities you are working around!



Digging for any reason?

You must contact Arizona 811 at least two full working days in advance so underground utilities can be located and marked.

It's free. It's easy. It's the law.



**Know what's below.
Call 811 or click Arizona811.com
before you dig.**

ARIZONA BLUE STAKE IS NOW ARIZONA 811

Sign Tampering or Removal

It is a Class 2 misdemeanor for any person to remove, alter, deface or cover any candidate's signs beginning 45 days before the Primary Election and ending 7 days after the General Election.

- Except if a sign is posted on private property – the property owner or agent of the property owner is permitted to remove the signs at any time, regardless of whether previous permission was given.
- HOA's shall not prohibit the display of political signs.

Signs cannot be placed on any City, Town, or County property.

- For additional information and guidelines regarding sign placement, check with the specific city or town planning and zoning department.

Candidate Filing Information

Deadlines to Submit Petitions

Partisan (Primary Election):

March 7, 2020 through **April 6, 2020 at 5:00 PM**

A.R.S. § 16-341 Nomination other than by Primary:

March 7, 2020 through **April 6, 2020 at 5:00 PM**

Non-Partisan (General Election):

June 6, 2020 through **July 6, 2020 at 5:00 PM**

MCED will attempt to contact all known candidates prior to the filing deadline in order to schedule appointments to turn in their paperwork. Candidates with appointments will be given priority. Those candidates who do not schedule an appointment will be assisted on a first come, first served basis. Be prepared to wait if filing on the last day of filing. All candidates in line at 5:00 PM will be assisted.

Nomination Petition Forms

Nomination Petition must be on **8 ½ x 11** sheets of white paper, **10 signature lines** on the front and circulator information on the back.

The Nomination Petition form is set by statute. ***DO NOT*** alter the wording at the top section of the petition or adjust the line spacing for signatures.

To request a candidate packet visit:

<https://recorder.maricopa.gov/campaignfinance/candidatepacket.aspx>

Signature Requirements

BEFORE circulating petitions, ensure that the top portion of the petition is complete with the correct **election date, name of the district and office sought (including expiration of term, if applicable)**.

Signature Requirements are available online at
<https://recorder.maricopa.gov/elections/candidatecampaigninfo.aspx>.

MARICOPA COUNTY PRIMARY ELECTION - AUGUST 4, 2020 SIGNATURE REQUIREMENTS

OFFICE / DISTRICT	REPUBLICAN			DEMOCRATIC			LIBERTARIAN			16-341*		
	QUALIFIED SIGNERS	MINIMUM REQUIRED	MAXIMUM ALLOWED	QUALIFIED SIGNERS	MINIMUM REQUIRED	MAXIMUM ALLOWED	QUALIFIED SIGNERS	MINIMUM REQUIRED	MAXIMUM ALLOWED	QUALIFIED SIGNERS	MINIMUM REQUIRED	
	*Name appears on the General Election Ballot Only											
COUNTY WIDE OFFICE	1,652,151	4,131	165,216	1,536,083	3,841	153,609	833,831	2,085	83,384	811,984	24,360	
BOARD OF SUPERVISORS	DIST											
	1	362,314	906	36,232	333,920	835	33,393	182,183	456	18,219	176,659	5,300
	2	401,056	1,003	40,106	301,297	754	30,130	180,250	451	18,026	175,456	5,264
	3	313,096	783	31,310	290,055	726	29,006	156,711	392	15,672	152,030	4,561
	4	390,248	976	39,025	317,765	795	31,777	180,737	452	18,074	176,611	5,299
	5	185,437	464	18,544	293,046	733	29,305	133,950	335	13,396	131,228	3,937
JUSTICE OF THE PEACE CONSTABLE	DIST											
	6	49,253	493	4,926	57,145	572	5,715	27,807	279	2,781	26,863	806
	26	43,858	439	4,386	60,985	610	6,099	29,958	300	2,996	29,350	881
	25	92,364	924	9,237	66,458	665	6,646	40,285	403	4,029	39,212	1,177
	12	62,468	625	6,247	58,942	590	5,895	31,507	316	3,151	30,499	915
	16	111,024	1,111	11,103	85,623	857	8,563	50,553	506	5,056	48,909	1,468
	19	61,995	620	6,200	68,566	686	6,857	33,554	336	3,356	32,548	977
	9	20,780	208	2,079	34,676	347	3,468	16,006	161	1,601	15,687	471
	15	147,168	1,472	14,717	108,632	1,087	10,864	63,185	632	6,319	61,645	1,850
	13	41,844	419	4,185	42,723	428	4,273	23,208	233	2,321	22,558	677
	10	50,938	510	5,094	44,066	441	4,407	25,584	256	2,559	24,849	746
	24	117,268	1,173	11,727	81,585	816	8,159	50,600	507	5,061	49,228	1,477

*Justice of the Peace Only

** Constable Only

1/9/2020

Signature Requirements (continued)

GENERAL ELECTION - NOVEMBER 3, 2020 SIGNATURE REQUIREMENTS

1/8/2020

<u>DISTRICT</u>		<u>NUMBER TO ELECT</u>	<u>REG VOTERS</u>	<u>SIGNATURES REQUIRED</u>
MARICOPA COUNTY SPECIAL HEALTHCARE DISTRICT				
DISTRICT 1		1	525,099	250
DISTRICT 2		1	531,691	250
DISTRICT 5		1	349,977	250
MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT				
AT-LARGE		1	2,398,097	1,000
DISTRICT 1		1	525,099	1,000
DISTRICT 2		1	531,691	1,000
DISTRICT 5		1	349,977	875
FIRE DISTRICTS				
AGUILA FIRE DISTRICT	F09	3	334	5
AZ FIRE & MEDICAL AUTHORITY	F05	3	33,052	166
BUCKEYE VALLEY FIRE DISTRICT	F01	2	11,420	58
CHANDLER COUNTY ISLAND FIRE DISTRICT	F20	2	2,548	13
CIRCLE CITY / MORRISTOWN FIRE DISTRICT	F15	3	873	5
CLEARWATER HILLS FIRE DISTRICT	F22	2	283	5
DAISY MOUNTAIN FIRE DISTRICT (OVERLAP W/ YAVAPAI COUNTY)	F12	2	29,633	148
GILBERT COUNTY ISLAND FIRE DISTRICT	F17	3	2,547	13
GOLDFIELD RANCH FIRE DISTRICT	F16	2	216	5
HARQUAHALA VALLEY FIRE DISTRICT	F10	2	145	5
LAVEEN FIRE DISTRICT	F11	3	3,753	19
QUEEN CREEK COUNTY ISLAND FIRE DISTRICT	F23	2	3,874	20
RIO VERDE FIRE DISTRICT	F13	3	2,030	11
SCOTTSDALE COUNTY ISLAND FIRE DISTRICT	F19	2	71	5
SUN CITY FIRE DISTRICT	F04	3	34,637	174
TEMPE COUNTY ISLAND FIRE DISTRICT	F18	3	36	5
**SUPERSTITION FIRE & MEDICAL DISTRICT (OVERLAP - Majority PINAL COUNTY)	F02	3	36,973	185
TONOPAH VALLEY FIRE DISTRICT	F14	2	15,153	76
WICKENBURG VOLUNTEER FIRE DISTRICT (OVERLAP W/ YAVAPAI COUNTY)	F07	3	688	6
** For Candidate Packets call Becky Christianson at (520) 866-6059				

Signature Requirements (continued)

GOVERNING BOARD MEMBER SIGNATURE REQUIREMENTS GENERAL ELECTION - NOVEMBER 3, 2020

EAST VALLEY INSTITUTE OF TECHNOLOGY	VOTER REG	SIG REQ
DISTRICT 2	112,572	400
DISTRICT 4	106,273	400
DISTRICT 6	96,103	400
DISTRICT 8	118,198	400
WESTMEC	VOTER REG	SIG REQ
DISTRICT 3	145,146	400
DISTRICT 4 (includes Yavapai)	176,927	400
DISTRICT 5	127,490	400
DISTRICT 6	145,580	400
HIGH SCHOOL DISTRICTS	VOTER REG	SIG REQ
AGUA FRIA UNION HIGH SCHOOL DISTRICT #216	81,198	400
BUCKEYE UNION HIGH SCHOOL DISTRICT #201	43,397	400
GLENDAL UNION HIGH SCHOOL DISTRICT #205	167,783	400
TEMPE UNION HIGH SCHOOL DISTRICT #213	179,356	400
TOLLESON UNION HIGH SCHOOL DISTRICT #214	81,804	400
ELEMENTARY / UNIFIED DISTRICTS	VOTER REG	SIG REQ
AGUILA #63	335	2
ALHAMBRA #68	27,682	139
ARLINGTON #47	591	3
AVONDALE #44	24,393	122
BALSZ #31	14,198	71
BUCKEYE #33	21,019	106
CARTWRIGHT #83	39,518	198
CAVE CREEK UNIFIED #93	48,977	245
CHANDLER UNIFIED #80	159,725	400
CREIGHTON #14	28,980	145
DEER VALLEY UNIFIED #97	159,769	400
DYSART #89	103,845	400
FOUNTAIN HILLS UNIFIED #98	18,216	92
FOWLER #45	11,803	60
GILA BEND UNIFIED #24	924	5
GILBERT UNIFIED #41	127,506	400
GLENDAL #40	44,525	223
HIGLEY UNIFIED #60	49,316	247
ISAAC #5	13,121	66
KYRENE #28	103,516	400
LAVEEN #59	25,073	126
LIBERTY #25	20,418	103
LITCHFIELD #79	56,805	285
LITTLETON #65	22,294	112
MADISON #38	39,946	200

*Signature Requirements are calculated using the voter
registration figures as of January 2, 2020*

First Day to File Nomination Petitions: June 6, 2020

Last Day to File Nomination Petitions: July 6, 2020 at 5:00pm

HIGH SCHOOL DISTRICTS	VOTER REG	SIG REQ
PHOENIX UNION HIGH SCHOOL DISTRICT #210 (AT LARGE)	300,336	400
ELEMENTARY / UNIFIED DISTRICTS	VOTER REG	SIG REQ
MESA UNIFIED #4	277,682	400
MOBILE #86	55	1
MORRISTOWN #75	1,100	6
MURPHY #21	3,093	16
NADABURG #81	5,454	28
OSBORN #8	22,413	113
PALO VERDE #49	1,369	7
PALOMA #94	29	1
PARADISE VALLEY UNIFIED #69	157,432	400
PENDERGAST #92	34,216	172
PEORIA UNIFIED #11	145,774	400
PHOENIX #1	28,415	143
QUEEN CREEK UNIFIED #95	32,717	164
RIVERSIDE #2	2,737	14
ROOSEVELT #66	54,285	272
SADDLE MTN UNIFIED #90	6,145	31
SCOTTSDALE UNIFIED #48	171,610	400
SENTINEL #71	30	1
TEMPE #3	75,840	380
TOLLESON #17	6,648	34
UNION #62	6,843	35
WASHINGTON #6	123,258	400
WICKENBURG UNIFIED #9 (includes Yavapai)	10,729	54
WILSON #7	875	5

Signers on Petitions

Each signer of a nomination petition shall be a registered voter who, at the time of signing, is registered in the electoral district of the office the candidate is seeking.

For signers on a Partisan Nomination Petition (Primary Election), each signer must also be a member of the party from which the candidate is seeking nomination or the signer must be a member of a political party that is not entitled to continued representation on the ballot:

- Independent or Party Not Designated (PND)

Political Parties recognized for County Offices for the 2020 election cycle are:

- Republican
- Democrat
- Libertarian

Petition Circulators

Circulators are not required to be a resident of Arizona, but shall otherwise be **qualified to register to vote*** in this state.

- If not a resident of this state, circulators must register with the Secretary of State
 - Non-Resident Circulator Registration Information:
<https://azsos.gov/elections/requirements-paid-non-resident-circulators>
 - Signatures collected prior to registration are subject to review and challenge.

**See Voter Registration Information on page 29 for a list of qualifications to register to vote.*

Candidate Filing Checklist

Effective August 27, 2019, candidates are now required to file a Statement of Interest prior to gathering signatures. Candidates who gathered signatures prior to August 27, 2019, must file the "Statement of Interest" with the Maricopa County Elections Department by January 2, 2020 for the signatures to be valid.

All of the following filed documents must be the original documents. Copies will not be accepted.

☐ **1. Nomination Paper/ Declaration of Qualification**

The form must include the candidate's actual residence address, name of the district for the office sought, and the manner in which the candidate wishes his/her name to appear on the ballot. The candidate's name will appear on the ballot as such: **LAST NAME, FIRST NAME** (printed in **ALL CAPS**.) Nicknames are acceptable as long as they do not suggest a professional, fraternal, religious or military title.

Examples: SMITH, JOHN J. or SMITH, JOHN "J.J." or SMITH, J.J.

NOTE: Except in the case where liability is being appealed, if a person is liable for an aggregation of \$1,000 or more in fines, penalties, late fees or administrative or civil judgments, including any interest or costs, in any combination, that have not been fully satisfied, **the filing officer shall not accept the nomination paper.**

☐ **2. Petition Signatures**

(The minimum number of required signatures varies by district and party, where applicable.)

The petition form must be printed on letter size paper (8 1/2 x 11). The candidate must file at least the minimum number of signatures required for the office sought and not more than the maximum number allowed (where applicable). If there are too few signatures, nominating papers/petitions cannot be accepted. A temporary receipt containing the number of pages and signatures filed is provided at the time of acceptance. Supplemental signatures may be filed up until the closing of the filing period. The signature count on the temporary receipt is a face value and is subject to challenge of petition validity.

☐ **3. Personal Financial Disclosure Statement – County Specific Form**

(This form only applies to Primary & A.R.S. § 16-341 Candidates.)

This form covers the previous 12 months from the date of filing. MCED cannot offer assistance for the completion of the Personal Financial Disclosure Statement. Please refer to the instruction booklet provided by the AZ Secretary of State:

https://azsos.gov/sites/default/files/2018_1219_Financial_Disclosure_Guide.pdf

MCED does offer notarization of documents at no cost. Candidate/signer must be present before notary with valid identification in order for notarization to take place.

Sample Ballot Proof - Candidate Name

Within 5 days after the filing deadline, a sample ballot proof will be mailed to each candidate whose nomination paperwork was filed. The mailing is sent to verify that the name as it appears on the proof is spelled correctly. This is a sample of how the candidates name would appear on the official ballot*.

If the name on the proof is CORRECT, no action is required.

If the name on the proof is NOT CORRECT, contact MCED immediately by phone, (602) 372-2262, or by email to holguin@risc.maricopa.gov.

- Corrections are only made if notification is received by the date indicated on the proof.
- Changes **cannot** be made to the original information provided at the time of filing. Samples are based upon nomination paper submitted by the candidate.

****Nomination Filings are subject to challenge. This proof does not guarantee placement on the ballot.***

Nomination Petition Challenge Procedures

All Election Challenges must be filed with the **Maricopa County Superior Court**.

The **last day to file a challenge** complaint against candidates for the **Primary Election** is:

- **Monday, April 20, 2020 at 5:00pm.**

The **last day to file a challenge** complaint against candidate for the **General Election** is:

- **Monday, July 20, 2020 at 5:00pm.**

Copies of the original Nomination Petitions filed can be obtained from MCED** beginning the day after the candidate filing deadline. A completed public records request form is required.

- The request form is available online at:
<https://recorder.maricopa.gov/pdf/NON%20COMMERCIAL%20REQUEST%20FORM.pdf>

Requests are fulfilled electronically. The cost for paper copies of petitions is \$0.25 per page. There is a \$3.00 charge for certified copies. If a candidate files prior to the last day of filing, earlier requests for copies can be fulfilled. *(Reasonable timeframe for fulfillment of the request is necessary).*

Nomination Petition Challenge Procedures (continued)

****Candidates running for Elementary, High School District, or Joint Technical Education District (JTED) Governing Boards** will need to obtain copies directly from the County School Superintendent.

- The request form is available online at: <http://schoolsup.org/requests>.

Signature Verification:

MCED's MCTEC office public computers are open daily from 8:00 a.m. to 5:00 p.m. Monday through Friday and extended time for the two Saturdays after each filing deadline for checking petition signatures.

Challenge Complaint Forms:

MCED does not provide a form for filing Nomination Petition Challenge Complaints.

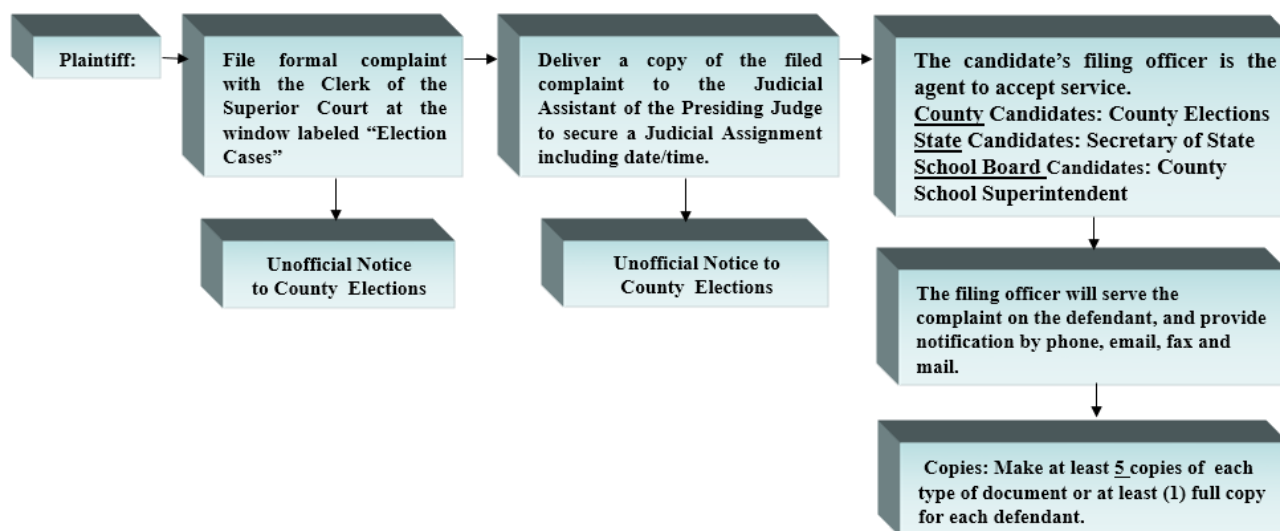
NOTE: Complaints must set forth in the action: "the petition number, line number and basis for the challenge for each signature being challenged. Failure to specify this information shall result in the dismissal of the court action." (A.R.S. § 16-351(A))

Challenge Cost / Reimbursement:

The filing fee for election contest complaints is set by the Clerk of the Superior Court, <http://clerkofcourt.maricopa.gov/CVFeeSchedule050918.pdf>.

The County Recorder or officer in charge of elections may be awarded reimbursement costs for signature verification by the court if it is determined that the challenge was without substantial justification. (A.R.S. § 16-351.01)

Candidate Challenge Process Flowchart



Withdrawal from the Ballot

Candidates who decide to have their name removed from the ballot for any election must submit a notarized Statement of Withdrawal to MCED.

- School Governing Board candidates may submit their notarized Statement of Withdrawal to the office of the Maricopa County School Superintendent or to the Maricopa County Elections Department.
- *When candidacy is withdrawn, if the candidate has registered a campaign committee, the committee is required to continue filing campaign finance reports until/unless the committee is terminated.*
- Candidates that withdraw their name from the ballot **cannot** run as a write-in candidate for that same office.

Write-In Candidate Information

Primary Election Filing Deadlines:	General Election Filing Deadlines:
*76 days: May 20, 2020	*76 days: August 19, 2020
*40 days: June 25, 2020	*40 days: September 24, 2020

**Legislative change possible.*

In order for a write-in candidate's name to appear on the "Official Write in Listing", the following applies:

Required Forms

- Write-In Nomination Paper
 - A write-in candidate must register by filing a Statement of Organization if they qualify as a committee.
 - see Candidate Registration – Statement of Organization on pg. 9
- Personal Financial Disclosure Statement
 - Primary Election & A.R.S. § 16-341 candidates only

The last day to file is **40** days prior to the election for all candidates except as follows:

- For an election that may be cancelled (A.R.S. §16-410), no later than **76** days prior to the election:
 - Primary Election – Precinct Committeemen
 - General Election – Elementary/High School/Unified School Districts, Career Technical Districts, Fire Districts, Special Districts Candidates
 - Titles 15 & 48

NOTE: *Except in the case where liability is being appealed, if a person is liable for an aggregation of \$1,000 or more in fines, penalties, late fees or administrative or civil judgments, including any interest or costs, in any combination, that have not been fully satisfied, **the filing officer shall not accept the nomination paper.***

Write-In Candidate Information (continued)

A candidate **may NOT file as a write-in** if any of the following apply:

- For a candidate in the general election, the candidate ran in the immediately preceding primary election and failed to be nominated to the office sought in the current election.
- For a candidate in the general election, the candidate filed a nomination petition for the immediately preceding primary election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-322.
- For a candidate in the primary election, the candidate filed a nomination petition for the current primary election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-322, withdrew from the primary election after a challenge was filed or was removed from or otherwise determined by court order to be ineligible for the primary election ballot.
- For a candidate in the general election, the candidate filed a nomination petition for the current general election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-322, withdrew from the general election after a challenge was filed or was removed from or otherwise determined by court order to be ineligible for the general election ballot.
- For a candidate in the general election, the candidate filed a nomination petition for nomination other than by primary for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-341.

Number of Write-In Votes Required

Primary Election – Write-in candidates must receive at least the minimum number of votes equivalent to the number of signatures required for nominating petitions for that office in order to have their name placed on the General Election Ballot. (A.R.S. § 16-645)

General Election – Write-in candidates must receive the highest number of votes amongst all candidates in order to be elected. A minimum number of votes is not applicable.

Governing Board Candidate Statements

Candidates for Elementary, High School, or Joint Technological Education District (JTED) Governing Boards whose names have been **certified** to appear on the ballot, shall submit the following information to the office of the Maricopa County School Superintendent:

1. A recent photograph.
2. A **typewritten or electronic statement**, not to exceed 500 words. *Statements are posted verbatim as they are received unless a candidate requests in writing that typographical errors be corrected.*
3. A disclosure of any relationships by affinity, by consanguinity or by law to the third degree that exist between the candidate and any current governing board members or other candidates for election to the same governing board.

First Day to submit photo and statement: July 7, 2020

Last Day to submit photo and statement: September 10, 2020 by **5:00 PM**

How to Submit Candidate Statements

Submissions will be accepted via email (from the candidate's email address on file with the Office of the Maricopa County School Superintendent), mail, or hand delivery.

Email: SchoolElections@maricopa.gov

Mailed or Hand Delivered: Maricopa County School Superintendent
Attn: Elections Specialist
4041 N. Central Ave., Ste. 1200
Phoenix, AZ 85012

Election Information

Election Dates:

Primary Election: **August 4, 2020**

General Election: **November 3, 2020**



Voter Registration Information

VOTER REGISTRATION DEADLINES

Primary Election Deadline: **July 6, 2020 at midnight**

General Election Deadline: **October 5, 2020 at midnight**

Qualifications to Register to Vote

A person is qualified to register to vote if they:

- Are a citizen of the United States and has provided proof of citizenship* upon registration;
 - Satisfactory evidence of United States citizenship includes **one of the following**:
 - An Arizona driver's license number or non-operating identification license number issued after 10/01/1996.
 - A legible photocopy of a birth certificate with the name of the applicant that verifies United States Citizenship.
 - A legible photocopy of the pertinent pages of the United States passport.
 - United States naturalization certificate number or the presentation of the original certificate of naturalization.
 - Bureau of Indian Affairs Card Number, Tribal Treaty Card Number or Tribal Enrollment Number.
- Will be eighteen years of age or more on or before the date of the regular general election next following their registration;
- Will have been a resident of the state twenty-nine days next preceding the election, except as provided in A.R.S. § 16-126;
- Is able to write his/her name or make his/her mark, unless prevented from so doing by physical disability;
- Has not been convicted of treason or a felony, unless restored to civil rights;
- Has not been adjudicated an incapacitated person as defined in A.R.S. § 14-5101.

How to Register to Vote

Register to vote or update current registration information online at:
www.servicearizona.com

Voter registration forms are available at all Recorder/Elections offices Monday through Friday from 8:00 a.m. to 5:00 p.m. or by calling 602-506-1511 or 602-506-2348 (TDD).

Voter Registration Information (continued)

Blank registration forms are available for download to register by mail:

AZ State Registration Form:

https://recorder.maricopa.gov/pdf/Voter_registration_fillable_form.pdf

Federal Voter Registration Form**

https://www.eac.gov/assets/1/6/Federal_Voter_Registration_ENG.pdf

**Providing proof of citizenship is not required when registering using the Federal Voter Registration Form.

- If proof of citizenship is NOT provided at the time of registration, the voter will NOT be eligible to vote for State, County or Local Offices such as Governor, State Legislature, Board of Supervisors, Mayor, and School Governing Board.
- The voter is eligible to vote for **Federal Offices ONLY** such as US President and Congressman. (Attorney General Opinion I13-011, issued 10/7/2013)
- A voter that has registered using the Federal Form and has NOT provided proof of citizenship at the time of registration is NOT eligible to run for state or local office, sign nomination petitions for state or local office, or sign \$5 clean elections slips for state or legislative office.

Early Voting Information

Permanent Early Voting List (PEVL)

A form is available online at

https://recorder.maricopa.gov/pdf/PEVL_Request_Form.pdf.

Voters can sign up to have their early ballot **automatically** mailed to them for **ALL** elections they are eligible to vote in. Their ballot will be automatically mailed 27 days prior to the election.

How to sign up for PEVL

Requests must be made in writing and include the following information:

- Name
- Residence address
- Mailing address - within the state of Arizona** (*if different than their residence address*)
- Date of Birth
- Signature

Addressed to: Maricopa County Elections Department - MCTEC
Attn: PEVL
510 S. 3rd Ave.
Phoenix, AZ 85003

PEVL Notifications

MCED will mail a notice to all voters on the PEVL 90 days prior to any election held in March or August. The notice will include the dates of the elections that the notice is regarding, the dates that the voter's ballot is expected to be mailed (*27 days prior to any given election*), and the address on file where the ballot will be mailed to.

The notice will also include a means for the voter to:

- change their mailing address (**within Arizona),
- update their residence address (within the county they reside), and/or
- request that a ballot not be sent for the upcoming election(s) indicated on the notice.

Primary Election Notifications

If the voter is not registered as a member of a political party that is participating in the election, the notice will include information for the voter to select a partisan ballot for one of the applicable parties or, if the voter does not wish to participate in the partisan elections, a non-partisan city/town only ballot (if available).

Mailing Address

A voter cannot list a permanent mailing address that is outside of Arizona unless the voter is an absent uniformed services voter or overseas voter as defined in the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

Removal from PEVL

Voters will remain on the Permanent Early Voting List until one of the following occurs:

- The voter's registration is cancelled.
- The voter's registration becomes "inactive".
- The voter requests *in writing* to be removed from the list.

Ballot by Mail Requests

A voter who is not on the PEVL can request ballot to be mailed to them for any election.

REQUEST DEADLINES

The first day to request a ballot by mail for the next election is 93 days prior to each election:

For the August 4, 2020 Primary Election:	May 3, 2020
For the November 3, 2020 General Election:	August 2, 2020

The last day to request a ballot by mail is 11 days prior to each election:

For the August 4, 2020 Primary Election:	July 24, 2020
For the November 3, 2020 General Election:	October 23, 2020

Early Voting Information (continued)

How to request a ballot by mail:

- Online at:
<https://recorder.maricopa.gov/earlyvotingballot/earlyvotingballotrequest.aspx>
- By Phone - Maricopa County Elections Department
 - (602) 506-1511 or (602) 506-2348 (TDD)
- In Writing – Requests must include the following information:
 - Name
 - Residence address
 - Mailing address (*if different than their residence address*)
 - Date of Birth
 - Which Election – *Voters who request an early ballot for the Primary Election will automatically be sent an early ballot for the General Election.*
 - Signature
 - Written requests for early ballots should be mailed to:
Maricopa County Elections Department
Attn: Early Voting
510 S. 3rd Ave.
Phoenix AZ, 85003

Returning Voted Early Ballots

✓ Sign It!
✓ Seal It!
✓ Send It!

The image shows a 'MARICOPA COUNTY BALLOT AFFIDAVIT - STATE OF ARIZONA' form. It contains instructions for voters in English and Spanish. The English section states: 'I declare that I am a registered voter in Maricopa County, Arizona. I have not voted and will not vote in this election in any other capacity or way and if this is a runoff election, that the ballot was not, once it was received by the County Clerk, and I understand that knowingly voting more than once is a crime under Arizona law. I have not voted the enclosed ballot and agree that this affidavit is true and correct to the best of my knowledge.' It also includes a section for the voter to complete if assisted by another person. The Spanish section provides the same information in Spanish. At the bottom, there is a 'SIGNATURE REQUIRED/FIRMA REQUERIDA' section with a line for the voter's signature and a date stamp. The date stamp shows '602-506-1511' and '4/05/2017'.

Voted early ballots must be **signed and RECEIVED** by MCED via U.S. Postal Service or can be dropped off at any vote center within Maricopa County no later than **7:00 PM on Election Day**. It is recommended that ballots be mailed back no later than the Wednesday before any election.

----- A POSTMARK DOES NOT COUNT AS BEING RECEIVED -----

Was your ballot received and counted?

Find out by visiting www.BallotStatus.Maricopa.Vote

or

TEXT "EV" to 628683 (*standard messaging rates may apply*)

Returning Voted Early Ballots (continued)

Early Voting Locations

A voter may cast an early ballot in-person at any MCED office or at any other designated early voting site.

Last day to vote early in person:

Primary Election – Friday, July 31, 2020, at 5:00 PM

General Election – Friday, October 30, 2020, at 5:00 PM

Any Maricopa County Elections Office:
(See maps on page 3 of this handbook)

1) 510 S. 3rd Avenue, Phoenix (MCTEC Facility) – Free Parking

2) 222 E. Javelina, Mesa (Mesa Facility) – Free Parking

A list of additional in-person early voting locations and drop boxes will be available online beginning 30 days prior to the election at:

www.locations.maricopa.vote.

Voting Assistance

Voters can request assistance from a Special Elections Board (SEB) to aid in voting their ballot.

To arrange for voting assistance, contact the Maricopa County Elections Office at (602) 506-1511 or (602) 506-2348 (TDD).

Last day to request voting assistance:

(11 days prior to Election Day)

Primary – Friday, July 24, 2020, at 5:00 PM

General – Friday, October 23, 2020, at 5:00 PM

Written Requests – must include the following information:

- Name
- Residence address & address of confinement (if different from residence)
- Date of Birth
- Which Election assistance is requested for
- Signature

Written requests for voting assistance should be mailed to:

Maricopa County Elections Department
Attn: Special Elections Board
510 S. 3rd Ave.
Phoenix, AZ 85003

Identification is required

Voters are required to provide ID at the polls in order to cast a standard ballot.

An identification (ID) card or document provided is considered “valid” unless it can be determined on its face that it has expired.

If a voter does not have sufficient ID, the voter will be required to vote a conditional provisional ballot and must return to any Maricopa County Recorder/Elections Department or other designated city/town clerk office within 3 days for the Primary or within 5 days for the General and provide sufficient ID in order for their ballot to be counted.

For additional information on ID at the Polls visit:

<https://recorder.maricopa.gov/elections/voterinfo.aspx>

<h2>Please Have Your ID Ready</h2> <p><i>Arizona Revised Statutes § 16-579(A)</i></p>	<h2>Por Favor Tenga Lista Su Identificación</h2> <p><i>Estatutos Revisados de Arizona § 16-579(A)</i></p>
	
1 Photo ID From This List: (Must contain current name & address)	1 Identificación con Dotografía de Esta Lista: (Debe tener el nombre y dirección actual)
Valid AZ Driver License	Licencia de Manejar Válida de AZ
Valid AZ Non-operating ID	Identificación Emitida por el Estado de AZ
Tribal Enrollment Card or Other Form of Tribal ID	Tarjeta de Inscripción Tribal u Otra Forma de Identificación Tribal
or	o
2 Forms From This List: (Must contain current name & address)	2 Documentos de Esta Lista: (Debe tener el nombre y dirección actual)
Voter ID Card	Tarjeta de Identificación de Votante
Official Election Mail	Correspondencia Oficial Electoral
Utility Bill, Bank Statement or Vehicle Registration (Within 90 Days)	Factura de Servicios Públicos, Estado de Cuenta Bancario o Registro Vehicular (Dentro de los 90 días)
Military ID or U.S. Passport (Paired with 1 from above)	Identificación Militar o Pasaporte de EE.UU. (Junto con 1 de las de arriba)
State ID or Driver License With Former Address (Paired with 1 from above)	Tarjeta de Identificación o Licencia de Manejar del Estado con Dirección Anterior (Junto con 1 de las de arriba)
Visit getid.maricopa.vote for full list	Visite getid.maricopa.vote para ver la lista completa
<p>Poll workers are available to assist voters with language translations, instructions on process and with the physical act of voting.</p> 	<p>Hay oficiales de elecciones disponibles para ayudar a los votantes con traducciones, instrucciones sobre el proceso, y con el aspecto físico de la votación.</p>

There are numerous state and local laws that govern your conduct at the polling place on Election Day. We ask that all candidates and all candidates' volunteers abide by those rules and conduct themselves at the polling places legally, safely, and appropriately. Violations of such laws are enforced by our election boards, troubleshooters, sheriff deputies, and local police agencies. The following sections of this manual touch on some of the most common rules which must be followed in order to ensure voter courtesy, safety, compliance with the law, and to protect important property and business interests of polling place owners.

Persons present in the polling place on Election Day are subject to the directions and statutory responsibilities of the election officers. The election officers are charged with securing the ballots and voting process; preserving order at the polls (A.R.S. § 16-535); permitting no violation of election laws (A.R.S. § 16-535), prohibiting any ability to ascertain an elector's vote (A.R.S. § 16-1007) – including videotaping in whole or in part of ballots or voting sites; securing the ballots and election materials (A.R.S. § 16-602 et seq.); restricting access to certain portions of the polling place (e.g., A.R.S. § 16-562 and 16-515); not releasing or divulging the results of any ballot counting until one hour after the close of the polls (A.R.S. § 16-551.C); ensuring that no deadly weapons are carried into the polling place (A.R.S. § 13-3102.11); ensuring that there is no intimidation of any elector (A.R.S. § 16-1013); allowing no interference with respect to voting (A.R.S. § 16-1017); and that there is no interference in any manner with an officer of the election in the discharge of their duty (A.R.S. § 16-1004).

Courtesies

ALL voters, candidates, workers, polling place property owners, and the public deserve your courtesy and respect.

Electioneering Capability – 75-Foot Limit

Except in the case of an emergency, any facility that is used as a polling location on Election Day shall allow persons to electioneer and engage in other political activity **outside** of the 75-foot limit in public areas and parking lots used by voters. (A.R.S. §§ 16-411 and 16-515)

Online listing of facilities which do not allow electioneering:

www.locations.maricopa.vote.

Inside the 75-Foot Limit

At each polling place, signs will be posted to mark the 75-foot limit. While the polls are open, a person shall not be allowed to remain inside the 75-foot limit boundary except for/that:

- Voters for the purpose of voting.
- A minor accompanying a voter into a polling place.
- The voter may be accompanied and assisted by a person of the voter's own choice, except for a person who is a candidate in that election.
- Election officials.
- One representative of each political party represented on the ballot who has been appointed by the county chairman of that political party.
- Challengers allowed by law.

Voters having cast their ballots shall promptly move outside the 75-foot limit.

NO ELECTIONEERING WITHIN THE 75-FOOT LIMIT

Electioneering occurs when an individual knowingly, intentionally, by **verbal expression**, and in order to induce or compel another person to vote in a particular manner or to refrain from voting express support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election.

- A voter may carry anything he or she chooses to bring.
- A voter may wear any type clothing with any slogan or candidate.
- A voter may not verbally campaign for the purpose of inducing someone to vote or to refrain from voting for a candidate or ballot measure.

Photography

A person **may not** take photographs or videos while within the seventy-five foot limit. Any person violating this section is guilty of a class 2 misdemeanor. A voter who makes available an image of their own ballot by posting on the internet or in some other electronic medium is deemed to have consented to re-transmittal of that image and that does not constitute a violation.

Outside the 75-Foot Limit

Anyone can stand outside the 75-foot line and hand out materials or hold signs. As for posting signs outside the 75-foot limit, a person who wishes to post a sign on private property shall seek permission from the property owner. There are a few polling places that do not allow electioneering outside the 75 foot limit.

Keeping Traffic and Walkways Clear

The parking area, sidewalk or traffic area used by voters (whether on foot or in their vehicles), as well as in areas which may be used by voters with a disability for drive-up voting, the parking area, sidewalk or traffic area **MUST BE KEPT CLEAR**. These rights of way or traffic areas, whether or not they are in the 75-foot limit, may not be encroached upon with signs, vehicles, tables, chairs, or supporters.

Polling Place Abuse

The owners of the facilities used as polling places have private property rights as well as liabilities for actions taken on their property. The County does not lease the entire premises for voting purposes and most of the facilities have normal business activities occurring on Election Day. An increasing number of facilities have expressed concern with Election Day abuse to their property, unauthorized borrowing of furniture or use of resources, interference with their customers or patrons, and concern with damage resulting from signs placed on the premises. Please note that you may need to seek permission from the private property owner for activities you wish to conduct on private property, and an owner may ask that unauthorized persons, structures, or signs be removed from private property. We have advised polling place owners that the County does not have the power to enforce private property rights. After receiving a warning that conduct or presence is not permitted by the property owner, deputies or local police may be called upon by the owner to enforce the property owner's rights.

Sign placement and tampering

Many owners of the facilities used as polling places have specific preferences about Election Day signage. Some facilities have designated specific areas they have approved for sign placement; others prohibit signs anywhere on the premises. Do not place signs at a polling place without first checking with the property owner or manager. Unauthorized signs on private property may be removed and confiscated. State and many local laws also govern placement of signs on public and private property as well as removal, alteration, or defacing of political signs. Check with your local jurisdictions before placing signs.

Election Results

Preliminary election results are available online after 8:00 PM on election night.
<http://recorder.maricopa.gov/electionresults/>

Write-in results are tallied by citizen boards. These results are tallied and reported separately. Results reports will be posted online upon the completion of the tally.

The final election results are presented to the Maricopa County Board of Supervisors (BOS) no later than 10 days after the election and are provided to the Secretary of State no later than the 2nd Monday after the election. The Secretary of State is responsible for creating the Final Official Canvass.

2020 Offices to be Elected

Primary / General Election - Four Year Term

Maricopa County Board of Supervisors – Districts 1, 2, 3, 4, 5

Maricopa County Assessor

Maricopa County Attorney

Maricopa County Recorder

Maricopa County Sheriff

Maricopa County School Superintendent

Maricopa County Treasurer

Arcadia Biltmore Justice of the Peace

Arcadia Biltmore Constable

Country Meadows Justice of the Peace

Country Meadows Constable

Desert Ridge Justice of the Peace

Desert Ridge Constable

Dreamy Draw Justice of the Peace

Dreamy Draw Constable

Highland Justice of the Peace

Highland Constable

Maryvale Justice of the Peace

Maryvale Constable

Moon Valley Justice of the Peace

Moon Valley Constable

North Mesa Justice of the Peace

North Mesa Constable

San Tan Justice of the Peace

San Tan Constable

Two Year Term

Precinct Committeemen (*Primary Election Only*)

Kyrene Constable

McDowell Mountain Justice of the Peace

2020 Offices to be Elected (continued)

General Election Only - Four Year Term

Superior Court Judges (Retention)

Maricopa County Community College District Board Member At-Large (1)

Maricopa County Community College Board Member District 1, 2, & 5

Maricopa County Special Healthcare District 1, 2, & 5

Elem / High School Governing Board Members (All Districts – Staggered Terms)

East Valley Institute of Technology District 2, 4, 6, & 8

West-MEC District 3, 4, 5, & 6

- To view list of current school board seats available visit the Maricopa County School Superintendent's website at <http://schoolsup.org/governing-board-elections>.

Fire Districts

Aguila Fire District (3)

Chandler County Island Fire District (2)

Clearwater Hills Fire District (2)

Gilbert County Island Fire District (3)

Harquahala Valley Fire District (2)

North County Fire & Medical District (3)

Rio Verde Fire District (3)

South County Fire & Medical District (3)

Superstition Fire & Medical District (3)*

**shared w/ Pinal County*

Buckeye Valley Fire District (2)

Circle City/Morristown Fire District (3)

Daisy Mountain Fire District (2)

Goldfield Ranch Fire District (2)

Laveen Fire District (3)

Queen Creek County Island Fire District (2)

Scottsdale County Island Fire District (2)

Sun City Fire District (3)

Tempe County Island Fire District (3)

Wickenburg Fire District (3)**

*** shared w/ Yavapai County*

Maricopa County Elections Department

<http://maricopa.vote> or <https://recorder.maricopa.gov/elections>

Maricopa County School Superintendent

<http://schoolsup.org/elections>

Arizona Revised Statutes:

<https://www.azleg.gov/arstitle>

CAMPAIGN FINANCE REPORTING

Campaign Finance Search:

<https://recorder.maricopa.gov/campaignfinance/candidatesearch.aspx>

Campaign Finance Online Filing Login:

<https://recorder.maricopa.gov/campaignfinancefiling>

Statement of Organization:

<https://recorder.maricopa.gov/pdf/1%20Statement%20of%20Organization%20fillable.pdf>

Campaign Finance Report or No Activity Statement Fillable Form:

<https://recorder.maricopa.gov/pdf/4%20Campaign%20Finance%20Report%20fillable.pdf>

Termination Statement:

<https://recorder.maricopa.gov/pdf/3%20Termination%20Statement%20fillable.pdf>

PERSONAL FINANCIAL DISCLOSURE FORMS

Financial Disclosure Statement:

[https://recorder.maricopa.gov/pdf/Personal%20Financial%20Disclosure%20Statement%20\(For%20County%20Offices\).pdf](https://recorder.maricopa.gov/pdf/Personal%20Financial%20Disclosure%20Statement%20(For%20County%20Offices).pdf)

Financial Disclosure Instruction Booklet:

<https://recorder.maricopa.gov/pdf/Personal%20Financial%20Disclosure%20Statement%20Instructions.pdf>

CANDIDATE FILING INFORMATION

Signature Requirements:

<http://recorder.maricopa.gov/elections/signatures.aspx>

District Maps:

<http://recorder.maricopa.gov/electionmaps/districtviewer.aspx>